

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Approving Officers for Printing Requisitions

REFERENCE : Memo dtd 17 Dec 59 to Compt fr ADD/S, same subject

1. A review of delegations to individuals authorized to sign printing requisitions in the Office of the Comptroller has been undertaken as requested in reference.

2. Although authorizations have been delegated to a total of 17 individuals, 7 are deputies of components within the Office of the Comptroller who approve only in the absence of the chief. With the exception of two individuals, all are of grade GS-14 or above; consequently, authority has not been delegated to any individual of modest grade who would be incapable of discharging adequate responsibility. This Office has always delegated approving authority to the highest possible level. By delegating approving authority to the chief of each component, or his deputy to act in his absence, responsibility has been placed on the appropriate official for efficient management and has proven entirely satisfactory.

3. In the event that the number of individuals who have been delegated authority to approve printing requisitions is so voluminous as to inconvenience the Printing Services, this Office might consider an alternate method whereby requisitions would be prepared and endorsed by the Chiefs of components and approved by the Administrative Officer or alternate. This procedure, however, would place additional duties on an already overburdened employee.

4. The present procedure for approval by chiefs of components of this Office has proven efficient from an administrative viewpoint and it is believed no changes should be made.

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E. R. SAUNDERS  
Comptroller

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*Background of Printing Requisitions*

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